

COLORADO STATE UNIVERSITY SYSTEM

Policy and Procedures Manual

SUBJECT: GOVERNANCE

Policy 128: CSUS Board of Governors Public Record Retention Policy

Board Policy:

The public agendas, minutes and board meeting materials of the Board of Governors are vital historical records of the CSUS. Previous agendas, minutes and board material have been archived and converted to digital format and/or bound to be kept as permanent records. The purpose of this Board of Governors Record Retention Policy is to facilitate compliance with the Colorado Open Records Act (CORA) and Schedule 8 regarding Higher Education of the Colorado State Archives State Agency Records Management manual. The Office of General Counsel is the official custodian of records and is responsible for the oversight of the Board's records retention in accordance with this policy. The Executive Assistant to the General Counsel is responsible for the maintenance of the records.

Procedure and Guidelines:

A. Document Creation and Publication

1. The Board of Governors' public records, including agendas and board materials, minutes and supporting documents shall be assembled and made available to members of the Board of Governors by the Executive Assistant to the Board of Governors. After each meeting of the Board, the agenda, minutes, and resolutions shall be posted on the Colorado State University System Board of Governors website by the Executive Assistant to the General Counsel.

B. Record Retention

1. Retention periods for public records of the Board apply to information regardless of the physical format and are compiled based on the fiscal year, from July 1 through June 30.

C. Document Storage

1. A copy of the agendas, meeting materials, and minutes for 3 years shall be filed in the Colorado State University System Office in order to satisfy Schedule 8 of the Colorado State Archives State Agency Records Management Manual, 1.1: Governing Board Meeting Minutes.

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2. To the extent available, all original Board resolutions are stored in the Colorado State University System Office or in the CSU Archives.
3. Annually, the agendas and corresponding board materials and minutes from the prior fiscal year are to be bound and stored in the Colorado State University System Office as the official record of each Board meeting.
4. Annually, the supporting documents for the meetings of the previous fiscal year are to be scanned and posted to the public archive portal accessible through the CSUS Board of Governors website.
5. Audio recordings of meetings of the Board shall be retained as set forth in Colorado Open Meetings Law CRS 24-6-401 et seq.

D. Disposal at the close of each fiscal year

1. The Board of Governors' meeting material and documents that have been scanned and posted to the public archive portal can be recycled.

History: Effective by Board Resolution May 9, 2014
Revised by Board Resolution February 5, 2016